

ABUTTER NOTIFICATION PROCEDURE

Under Massachusetts General Laws, Chapter 131, Section 40, in accordance with the second paragraph, project proponents are now required to notify certain abutters of their proposed plans and the date and time of the public hearing to be held before the Conservation Commission on a Notice of Intent filing.

To comply with this regulation, please do the following:

Visit Conservation and have the information printed from the GIS System. The cost is \$5.00 for the 1st page of information and \$1.00 for each additional printed page. Or you can visit the Assessors Department and use their maps to determine your parcel number and all parcels within 100 feet:

1. Each one which shares a property line, or is within 100 feet of your property line,
2. Each one across a street or a stream or other waterway or water body. If the 100 ft. measurement extends into another town, those abutters must also be notified.

Using the map and parcel, gather name and address information from the assessors current record of owners and make a list showing:

Map #	Parcel #
Name	Mailing Address

Include the Abutters list in your filing with the Conservation Commission.

Prepare the Abutter Notification Form (attached) by filling in all the information required except the date and time of the hearing. Include a copy of the Abutter Notification Form and a signed Affidavit of Service with your filing.

When you file with the Conservation Commission, **AND YOUR NOI IS ASCERTAINED AS COMPLETE BY THE CONSERVATION OFFICE you will be given a hearing date.** Fill in the blanks on the Abutter Notification Form, make the required number of copies, and immediately mail one Abutter Notification Form to each property owner on the Abutters List. The mailing must be sent out by Certified Mail/Return Receipt Requested on the day the Notice of Intent is filed with the Commission so that the Notification will reach the abutters at least **7 (seven)** days in advance of the hearing.

Keep the white receipt as proof of mailing; the green cards will be returned to you by the Post Office. Both the white receipts and the green cards must be given to the Commission at the opening of your hearing (or earlier if possible). If notification has not been made, or if the notification is not timely, the hearing will be continued until such time as such notification complies with the law.

The Commission will place the required published notification in the newspaper (**The Patriot Ledger**) and have you billed directly. The hearing will be posted on the Town of Hingham's bulletin board at least 48 hours in advance.

AFFIDAVIT OF SERVICE

Under the Massachusetts Wetlands Protection Act

I, _____, hereby certify under the pains and penalties of perjury that on _____ I gave notification to abutters in compliance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, in connection with the following matter:

A Notice of Intent filed under the Massachusetts Wetlands Protection Act by _____ with the Hingham Conservation Commission on _____ for
(date)
property located at _____.

The form of the notification, and a list of the abutters to whom it was given and their addresses are attached to this Affidavit of Service.

Name

Date

**NOTIFICATION TO ABUTTERS UNDER THE
MASSACHUSETTS WETLANDS PROTECTION ACT**

In accordance with the second paragraph of the Massachusetts General Laws Chapter 131, Section 40, you are hereby notified of the following:

A. The name of the applicant is _____.

B. The applicant has filed a Notice of Intent with the Conservation Commission for the municipality of the _____ seeking permission to remove, fill, dredge or alter an Area Subject to Protection Under the Wetlands Protection Act (General Laws Chapter 131, Section 40) and the Town of Hingham Wetlands Protection Bylaw.

C. The address of the lot where the activity is proposed is _____.

D. Copies of the Notice of Intent may be examined at the Town of Hingham Conservation Commission, (781-741-1445) - Hingham Town Offices, 210 Central Street between the hours of:

8:30 AM - 4:30 PM - Monday, Wednesday, Thursday, 8:30 AM - 7:00 PM - Tuesday
8:30 AM - 1:00 PM – Friday.

E. Copies of the Notice of Intent may be obtained from either (check one)
_____ the applicant _____ or the applicant's representative
by calling this telephone number _____ between the hours of
_____ on the following days of the week
_____.

F. Information regarding the date, time and place of the public hearing may be obtained from: _____ by calling this telephone number
_____ between the hours of _____.

NOTE: Notice of the public hearing, including its date, time, and place will be published at least five (5) days in advance in the **PATRIOT LEDGER**.

NOTE: Notice of the public hearing, including its date, time, and place will be posed in the City or Town Hall not less than forty-eight (48) hours in advance.

NOTE: You may also contact your local Conservation Commission or the nearest Department of Environmental Protection Regional Office for more information about this application or the Wetlands Protection Act. To contact DEP call:

Northeast Region: 617 654 6500
Central Region: 508 792 7650

Western Region: 413 784 1100
Southeast Region: 508 946 2700

The Public Hearing is scheduled for 7:30 PM on Monday, _____ at the Hingham Conservation Commission, Hingham Town Hall, 210 Main Street, Hingham, Mass.